M E T R O P O L I T A N   E M E R G E N C Y   S E R V I C E S   B O A R D

July 8, 2015
10:00 – 11:30 a.m.

Page

OFFICERS

Chair
 Commissioner Rhonda Sivarajah*
  Anoka County

Vice Chair
 Commissioner Blake Huffman*
  Ramsey County

Secretary
 Commissioner George McMahon*
  Chisago County

Treasurer
 Council Member Andrew Johnson*
  City of Minneapolis

BOARD MEMBERS

 Commissioner Mike Gamache
  Anoka County

 Commissioner Gayle Degler
  Carver County

 Commissioner James Ische*
  Carver County

 Commissioner Tom Egan*
  Dakota County

 Commissioner Mike Slavik
  Dakota County

 Commissioner Linda Higgins
  Hennepin County

 Commissioner Randy Johnson*
  Hennepin County

 Commissioner Greg Anderson *
  Isanti County

 Commissioner Jim McDonough
  Ramsey County

 Commissioner Barbara Marschall*
  Scott County

 Commissioner Tom Wolf
  Scott County

 Commissioner Ted Bearth*
  Washington County

 Commissioner Fran Miron
  Washington County

* Executive Committee

1. Call to Order (Comm. Sivarajah)

2. Approve Agenda (Comm. Sivarajah)

3. Consent Agenda (Comm. Sivarajah)
  A. Approval of Previous Meeting Minutes — **1**
   (May 13, 2015)
  B. Approval: April Treasurer's Report — **4**
  C. Approval: May Treasurer's Report — **5**
  D. Correspondence – None

4. Issues and Action Requests
  A. Ratification of Executive Director — **7**
   Offer/Contract (Comm. Sivarajah)
  B. Radio TOC (Jill Rohret)
   1. Approval of Isanti County Console Upgrade & — **9**
    Addition
   2. Approval of FY2016 Regional Funding — **13**
    Priorities
   3. Approval of Amendments to Metro Standard — **15**
    3.35.0 – National Weather Service
   4. Approval of Metro Standard 2.9.1 – Radio — **21**
    Site Access Permission – Subsystem
    Roaming
  C. EMS TOC (Ron Robinson)
   1. Acceptance/Approval of FY2016-2017 — **27**
    EMSRB Grant
  D. Approval of 2016 Budget (Jill Rohret) — **53**
  E. Approval of 2016 Data System User Fee (Jill — **63**
   Rohret)

5. Reports
  A. Legislative Update (Margaret Vesel, Govt. Relations
   Director, Larkin & Hoffman)
  B. Statewide Emergency Communications Board
   (SECB) Reports:
   1. Finance (Comm. Huffman /Comm. R. Johnson)
   2. Legislative (Comm. Egan /Comm. Bigham)
   3. OTC (Jill Rohret)
   4. Steering (Comm. Slavik /Comm. Wolf)
   5. Board (Comm. Gamache /Comm. Bearth)

6. Old Business

7. Adjourn

MEETING MINUTES
MAY 13, 2015

Commissioners Present:

ANOKA	Rhonda Sivarajah Mike Gamache	**HENNEPIN**	Randy Johnson Linda Higgins
CARVER	Jim Ische Gayle Degler	**ISANTI**	Greg Anderson
CHISAGO	George McMahon	**RAMSEY**	Blake Huffman Jim McDonough
City of Minneapolis	Andrew Johnson	**SCOTT**	Barbara Marschall Tom Wolf
DAKOTA	Tom Egan Mike Slavik	**WASHINGTON**	Ted Bearth Fran Miron

Staff Present: Pete Eggimann, Kelli Jackson, Jill Rohret, Ron Robinson, Martha Ziese, Jay Arneson, *MESB Board Counsel*
Guests Attending: Jackie Mines, *ECN,* Margaret Vesel, Matthew Bergeron, *Larkin Hoffman,* Dave Eischens, *Motorola,* Peggy Moeller, *CPA, Tautges Redpath, LTD.*

1. Call to Order
Meeting was called to order at 10:00 by MESB 2015 Chair, Commissioner Sivarajah.

2. Approval of Agenda
Commissioner Sivarajah asked for two changes on the Agenda:
Item 5.A.1. be changed from Accept: 2014 SHSP Grant to 2014 SECB Grant
Item 7.A. Old Business be moved up to precede **Item 6 Reports.**
Motion made by Commissioner McMahon, seconded by Commissioner Huffman. Motion carried.

3. Oath of Office was administered to Commissioner McDonough.

4. Consent Agenda (Comm. Sivarajah)
Motion made by Commissioner Huffman, seconded by Commissioner Degler to approve the Consent Agenda. Motion carried.

5. Issues and Action Requests
   A. Radio TOC (Jill Rohret)
   1. Accept: 2014 SECB Grant
   Motion made by Commissioner Egan, seconded by Commissioner Bearth to accept the 2014 SECB Grant, Motion carried.

1

2. Approve: Interim Signature Authority
Motion made by Commissioner McDonough, seconded by Commissioner Huffman to approve an interim signature authority to Pete Eggimann until the new Executive Director is appointed. Motion carried.

Commissioner Sivarajah thanked the Executive Director Replacement Subcommittee, Jay Arneson and Diana Kroska of Dakota County Human Resources for their hard work. She asked that the subcommittee be given authority to extend an offer to the finalist and negotiate a contract.
Motion made by Commissioner Bearth, seconded by Commissioner Gamache to approve authority be given to the subcommittee to extend an employment offer and negotiate a contract. Motion carried.

Commissioner Egan asked that the hire be ratified at the July board meeting.
Motion made by Commissioner Higgins, seconded by Commissioner Huffman to extend the offer and ratify the hire at the Executive Committee meeting in June. Motion carried.

6. Reports

A. Audit Report (Peggy Moeller, Redpath and Co)
Motion made by Commissioner Egan, seconded by Commissioner McMahon to approve the 2014 Audit report. Motion carried.

B. Legislative Update (Margaret Vesel, Govt. Relations Director, Larkin & Hoffman)

C. FirstNet Presentation (Jill Rohret)

D. Statewide Emergency Communications Board (SECB) Reports:
1. Finance - has not met since January

2. Legislative (Jill Rohret)
There has been no Chair since December. Commissioner Workman of Dakota County has now accepted the seat.

3. OTC (Jill Rohret)
The OTC met in March and April. Among other items there was approval for: three new radios for the ARMER system; amendments to the State of Wisconsin Interoperability Participation Plan; and console upgrades for Bloomington, Regions, Carver County and Ridgeview EMS.

4. Steering (Comm. Slavik)
The Steering Committee has been meeting. Its discussions have focused on the SECB strategic plan, visions, by-laws changes regarding membership to the Legislative Committee.

5. Board (Jill Rohret)

The aforementioned OTC items were discussed and approved at the SECB meeting on April 27 in St. Cloud. There was also a presentation on GIS/911, acceptance of a governance report related to FirstNet, and the SECB approved a Text-to-911 resolution. The SECB also reviewed Minnesota's response to the FirstNet Second Notice and took action on a resolution regarding fees collected from network.

7. **Adjourn**

TO: Metropolitan Emergency Services Board

FROM: City of Minneapolis Councilmember Andrew Johnson, MESB Treasurer

RE: Treasurer's Report – April 2015

DATE: June 16, 2015

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on June 16, 2015.

Sincerely,

Received email approval

Andrew Johnson, Councilmember
City of Minneapolis
Treasurer, Metropolitan Emergency Services Board

TO: Metropolitan Emergency Services Board

FROM: City of Minneapolis Councilmember Andrew Johnson, MESB Treasurer

RE: Treasurer's Report – May 2015

DATE: June 16, 2015

As Treasurer for the Metropolitan Emergency Services Board it is necessary to review the following documents:

- Monthly summary financial reports for Administration, 911, Radio and EMS
- Explanation for significant variance from budget report for Administration, 911, Radio and EMS.

The review was conducted on June 16, 2015.

Sincerely,

Received email approval

Andrew Johnson, Councilmember
City of Minneapolis
Treasurer, Metropolitan Emergency Services Board

Metropolitan Emergency Services Board

MEETING DATE: **July 8, 2015**	PRESENTED BY: **Commissioner Sivarajah**	AGENDA NUMBER: **4A.** **Ratification of Executive Director Offer & Contract**

RECOMMENDATION
The Executive Committee recommends Board approval to ratify the employment offer and contract for Jill Rohret as the MESB Executive Director.

BACKGROUND
At the May 13, 2015 MESB meeting, the Board gave approval for the Hiring Workgroup to make an offer and negotiate a contract for the Executive Director position. The Board stated it would ratify the offer and contract at its July 8, 2015 meeting.

ISSUES & CONCERNS
The Hiring Workgroup offered the Executive Director position to Jill Rohret, who accepted the offer. MESB Counsel drafted an employment contract which was executed and made effective May 13, 2015.

The Executive Committee voted to recommend ratification of the offer and contract at its June 10, 2015 meeting.

FINANCIAL IMPACT
None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: _____YES _____NO

MOTION:

MEETING DATE: **July 8, 2015**	PRESENTED BY: **Rohret**	AGENDA NUMBER: **4B1.** **Approval of Isanti County Request for Consoles Upgrade and Addition**

RECOMMENDATION

The Radio TOC recommends the Executive Committee recommend approval of the Isanti County request to upgrade its current consoles and add two consoles.

The Executive Committee met on June 10 and recommended approval.

BACKGROUND

In 2012, the Statewide Radio Board approved a plan to upgrade the ARMER system to release 7.15 in 2016. This upgrade would require all existing Gold Elite consoles, which most metro area PSAPs operate, to be upgraded to MCC 7500 IP-based consoles. This plan was endorsed by the MESB Executive Committee at its October 2012 meeting.

ISSUES & CONCERNS

Isanti County is requesting to upgrade its current two Gold Elite consoles to meet this requirement. Isanti County would also like to add an additional consoles at its PSAP; the County will also purchase an MCC 7100 IP-console to be configured on a laptop. The two additional consoles brings Isanti County to four operational positions; an additional console will be installed for patching purposes. They will use 11 ports on two Conventional Channel Gateways (CCGWs) and turn back 139 IDs during the upgrade.

FINANCIAL IMPACT

None to the MESB.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES ____ NO

MOTION:

May 7, 2015

Metro Emergency Services Board

Isanti County is requesting a resolution authorizing Isanti County to replace the existing Motorola Gold Elite with a four position Motorola MCC7500 console system. There will be three dispatch positions and a patch position. Eleven existing conventional resources will be connected to CCGW ports; the existing remote position at the Emergency Operations Center will not be replaced.

Isanti County will also acquire one MCC 7100 remote capable radio console configured in a laptop. This laptop will access the ARMER system through a proxy server that will be placed at the Isanti County dispatch site. Connection will be done using a VPN connection to the Isanti County firewall and then to the Motorola firewall to gain access to the Zone Controller.

The current Gold Elite Console IDs will of 144 will be replaced with 5 MCC7500 IDs. There are no additional talkgroups being requested so the existing number of authorized talkgroups will remain at 31.

Respectfully Submitted,

Sheriff Christopher L. Caulk

Sheriff Chris Caulk • Chief Deputy Lisa Lovering
Isanti County Law Enforcement Center
509 - 18th Avenue SW • Cambridge, MN 55008-9386
(763) 689-2141   DL: (763) 691-2408   Fax: (763) 689-3691

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10

Jill Rohret

From:	Chris Caulk <Chris.Caulk@sheriff.co.isanti.mn.us>
Sent:	Thursday, May 28, 2015 2:04 PM
To:	Jill Rohret
Cc:	'mikek@graniteelectronics.com'
Subject:	FW: Additional Info on Console Upgrade

Jill,

Here is the follow up and can you add what you already have plus this email as further explanation as requested by the metro radio TOC

THANK YOU

Sheriff Christopher L. Caulk
Isanti County Sheriff's Office
509 18th AVE SW
Cambridge, MN 55008
Dispatch 763-689-2141
Direct 763-691-2408
Certified ComL
ARMER System Administrator
www.isantisheriff.com

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From: Michael Kahl [mailto:MikeK@GraniteElectronics.com]
Sent: Thursday, May 28, 2015 12:46 PM
To: Chris Caulk
Cc: Ron Jansen
Subject: Additional Info on Console Upgrade

Chris, here is the information you requested in regards to the MCC7500 console upgrade:

Conventional Channel Gateway: The MCC7500 will be installed with two 8 port GGM8000 conventional gateways, of which only 11 ports of the 16 will be activated. These CCGWs will also provide analog audio for the logging recorder on the County's primary talkgroups and VHF channels.

T1 Connections: Current connection of the Motorola Gold Elite is utilizing three T1 links over the MNDOT microwave, after the MCC7500 console is in operation, one of these T1 connections will no longer be needed and will be

disconnected at the Cambridge tower. Each of the remaining two T1s will be connected to a dedicated Site Gateway that will be placed in service to give a redundant link if possible on the MNDOT microwave.

Gold Elite Centracom Decommission: Once the MCC7500 console is in operation the Gold Elite Console will be shut down and removed from operation. Console IDs will be de-activated.

I would be happy to answer any other questions in regard to this upgrade, please feel free to contact me via any of the following methods.

Michael Kahl
Office 320-252-1887
Mobile 320-980-1948
MikeK@GraniteElectronics.com

MEETING DATE: **July 8, 2015**	PRESENTED BY: **Rohret**	AGENDA NUMBER: **4B2.** **Approval of FY2016** **Regional Funding Priorities**

RECOMMENDATION
The Radio TOC recommends approval of the following items as regional funding priorities:
- Motorola IP simulcast training course
- Metro region dispatcher scenario training
- Maintenance of the Metro Tactical Interoperable Communications (TIC) Plan
- Portable tower
- Integrated Public Alert and Warning System (IPAWS) software for PSAPs
- Exercise for Metro Communication Response Task Force (CRTF)

BACKGROUND
Emergency Communication Networks (ECN) Division and the Statewide Emergency Communications Board (SECB) are now requiring regions to approve regional funding priorities. These priorities are to include projects/items/concepts for which regions can apply for grant funds through the SECB process.

ISSUES & CONCERNS
Because the 7.19 grant program was approved by the Legislature, the Radio TOC decided to focus on items other than equipment for 7.19. The Motorola training class would be done in anticipation of the 7.19 upgrade. The portable tower would be something that could be used when sites, particularly those on water towers, are undergoing renovation. IPAWS software will affect how public alerts and warnings are done, and will be required for all PSAPs that are participating in IPAWS.

FINANCIAL IMPACT
None.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES _____ NO

MOTION:

MEMO

To: Radio TOC Members
Fr: Jill Rohret
Date: June 17, 2015
RE: Regional Funding Priorities, FY 2016

The following list represents the funding priorities discussed at the May 2015 MESB Radio TOC meeting.

- Motorola IP Simulcast Training (Course ACS715217)
- Metro Region Dispatcher Scenario Training
- TIC Plan Maintenance
- IPAWS Software
- Portable Tower
- Exercise for Communications Response Task Force (CRTF)*

The Radio TOC needs to finalize this list of funding priorities at its June 2015 meeting.

*This item added by the Radio TOC at its June 24, 2015 meeting.

MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **4B3.**
July 8, 2015	**Rohret**	**Approval of Amendments to Metro Standard 3.35.0**

RECOMMENDATION
The Radio TOC recommends approval of the amendments to Metro Standard 3.35.0 – National Weather Service ARMER Radio Operations.

BACKGROUND
The Metro Region Emergency Management and Homeland Security Committee purchased a radio for the National Weather Service (NWS) in order to facilitate communications between the emergency managers and the NWS, as well as to facilitate communications between the NWS and PSAPs. Metro Standard 3.35.0 was drafted and adopted by the MESB in March 2010. Further amendments to this standard were approved at the July 2010, May 2011 and May 2013 MESB meetings.

ISSUES & CONCERNS
The amendments shown in this standard were made at the request of Minnesota State Patrol, which is the Metro's Warning Point for weather warnings, and the amendments have the support of metro area PSAP managers.

The previous iteration of this standard required the use of three different talkgroups when disseminating weather warning information. This was a bit cumbersome during an already busy time in PSAPs. In practice, one talkgroup was usually left out. The amendments to this standard remove the use of one of the three talkgroups during weather warning situations.

FINANCIAL IMPACT
None.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES _____ NO

MOTION:

METRO REGION
800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document/ Section: Sub-Section: Procedure Title:	**3. Interoperability Guidelines** **METRO 3.35.0** **National Weather Service** **ARMER Radio Operations**	Radio TOC Recommendation Date: 3/30/11
Date Established: Replaces Document Dated:	**2/3/2010** **4/3/2013**	MESB Approval - Signature: 4/13/11
Date Revised:	**6/24/2015**	Date:

1. Purpose and Objective:
To define the ARMER talkgroups and establish policy and procedures of radios to be used by the National Weather Service (NWS) Chanhassen office (Chanhassen Weather) and establish a Warning Point Net during severe weather events.

2. Technical Background:
- **Capabilities –**
To provide talkgroups that are readily available tools for the use by Chanhassen Weather to communicate with numerous Warning Points (PSAP, Dispatch Center, EOC or other designated location) across the nine county metro region and optionally other counties within the Chanhassen Weather County Warning Area (CWA) during severe weather events or other emergency incidents where the weather service's aid may be requested. The Statewide ~~Radio~~ Emergency Communications Board has authorized a dedicated talkgroup for Chanhassen Weather, named US-NWS CHN. This is the resource Chanhassen Weather will use to distribute weather event information. PSAPs may choose to add this resource to their consoles. Chanhassen Weather is authorized to use the statewide resources of STAC1-12 and the metro region resources of ME TAC5-8 for the Warning Point Net. The statewide talkgroup SEMTAC is also programmed in the radios for communications with State and Local Emergency Managers as directed by HSEM.

- **Constraints –**
Chanhassen Weather has been issued one hand held portable and two control station transceivers. These units will primarily be used to monitor selected talkgroups when invited to do so by a Warning Point or Emergency Manager as a result of severe weather or other emergency incident. This Standard does not limit the use of other ARMER resources and/or radios for other authorized purposes by Chanhassen Weather.

3. Operational Context:
For activations within the nine county metropolitan region, Chanhassen Weather will normally contact the Metro Warning Point (Minnesota State Patrol - Metro Communications Center) in the event of a severe weather watch and/or warning. The Metro Warning Point will determine the

appropriate resource for the event and will patch that resource to the US-NWS CHN talkgroup. In the event of some other type of emergency incident that would require assistance from Chanhassen Weather, the agency requesting the assistance would contact Chanhassen Weather directly via a land line or via US-NWS CHN and create the appropriate patch between resources to be used for the incident.

4. Recommended Procedure:

- Normal Activation – Metro Warning Point

Chanhassen Weather will normally initiate weather announcements, via NAWAS to the Metro Warning Point and MNJIS to notify of affected areas. The Metro Warning Point will determine to what resource US-NWS CHN will be patched and will create the patch. The Metro Warning Point will hail the affected Local Warning Points using METCOM and ask them to move to ~~ME TAC 8 (7, 6, 5)~~ STAC 12 (11, 10, 9, etc.) for weather information from the National Weather Service. *Non ARMER Warning Points will be notified via ~~MIMS CV~~ MNCOMM.* The Metro Warning Point will follow up via a land line if an affected Local Warning Point does not reply over the radio system. The Metro Warning Point will take roll and read the announcement on ~~ME TAC 8 (7, 6, 5)~~ STAC12 (11, 10, 9, etc.) and advise the Local Warning Points to ~~move to~~ remain on the talkgroup resource for continuing information from the National Weather Service. The Metro Warning Point will be responsible to update the use of STAC12 (11, 10, 9, etc) on the status board. STAC12 (11, 10, 9, etc) will be used for any information exchange between the affected centers and the National Weather Service; such as watches turning to warnings or sightings of tornados. This communication should be limited to updates to/from Warning Points **only.** This is not for individual field spotters. As the threat expires for each Warning Point's area, the center can choose to leave STAC12 (11, 10, 9, etc) on their own. Any new weather threats that occur after existing threats have expired will be handled in the same manner described above. Once all weather threats have passed, the Metro Warning Point will clear the associated resource from the status board.

- Optional Procedure for Emergency Activation During Sudden Severe and/or Near-Severe Weather Incidents With or Without a National Weather Service Issued Warning

In the event of a sudden onset or report of severe or near-severe weather incident occurring in the absence of a National Weather Service Storm Prediction Center issued watch, and when the Warning Point Net has not yet been activated, a Local Warning Point MAY elect to immediately activate the Warning Point Net on STAC12 (11, 10, 9, etc). Upon such activation the Local Warning Point activating the net shall make an announcement on METCOM that the net has been activated and update the status board.

- Activation in Outside the Metro Region

State Patrol Warning Points in Rochester will follow other regions' NWS standards and/or the Statewide NWS standard, State 3.35.0, to facilitate communication regarding weather event information between NWS Offices and Greater Minnesota PSAPs.

5. Management:

State Patrol Warning Points shall manage assignment and usage of talkgroups and conventional channel resources for normal Warning Point Net activations. Dispatch center managers and supervisors on the metro area ARMER system shall ensure that this procedure for usage and assignment of ME TAC or STAC talkgroups be adhered to. HSEM shall manage use of SEMTAC for severe weather operations.

NWS CWA MAP
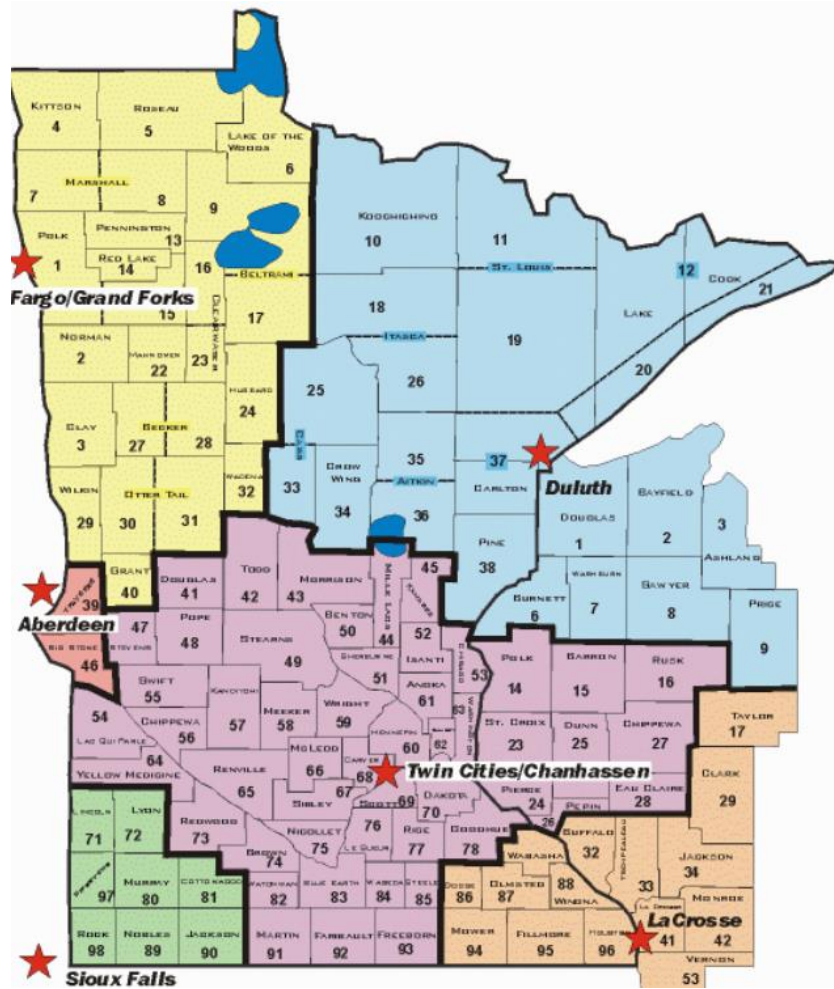
STATE PATROL DISTRICT MAP
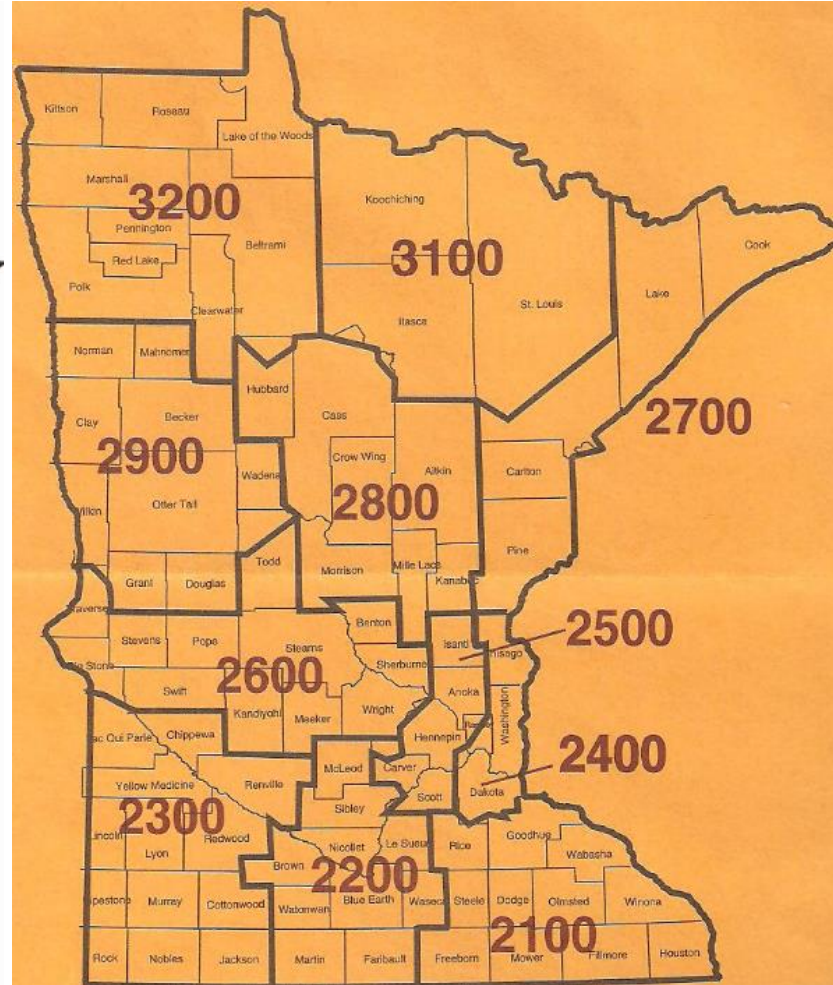
REGIONAL RADIO BOARD MAP
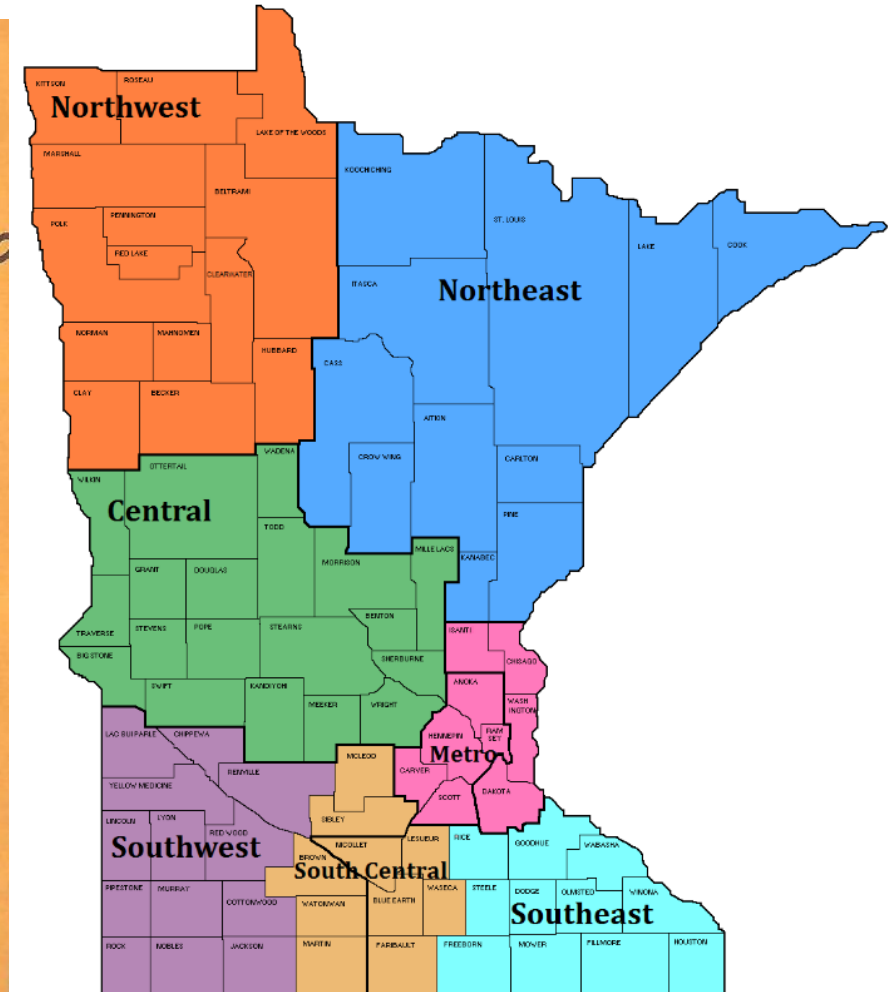
MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **4B4.**
July 8, 2015	**Rohret**	**Approval of new Metro Standard 2.9.1**

RECOMMENDATION
The Radio TOC recommends approval of new Metro Standard 2.9.1 – Radio Site Access Permissions – Subsystem Roaming.

BACKGROUND
A similar version of this standard was developed in 2001 along with most of the other radio system standards. Once the Statewide Emergency Communications Board (SECB) adopted all metro standards as state standards, and made appropriate changes, the metro deleted its original version of this standard. Amendments were made to state standard 2.9.0 in March 2015, which substantially changed the roaming requirements for talkgroups; the metro disagreed with these changes. As a result of this disagreement, and due to large amounts of roaming onto metro sites from non-metro users, metro system managers decided a regional standard should be implemented. Please note that at the March 2015 SECB meeting where the state changes were adopted, the Chair stated that the SECB will help the MESB enforce a stricter regional standard on non-regional users.

ISSUES & CONCERNS
This standard is a modified version of the original metro standard. It will apply to metro users roaming within the metro, metro users roaming onto non-metro sites, and non-metro users roaming onto metro sites. The standard requires approval of the local subsystem administrator for the sites onto which users are roaming, as well as approval by the MESB Radio TOC. The approval process includes approval of site preference tables; these site preference tables relate to settings within the radio that tell the radio what sites are preferred. For instance, if a radio can "see" two different sites, it will use the tables to determine with which one it should affiliate. Least Preferred means a site will be avoided unless it is the only one available, whereas Always Preferred is the site to be used over all others. There are two other types of preferences as well.

FINANCIAL IMPACT
None.

MOTION BY:	SECONDED BY:	MOTION APPROVED:
		____ YES ____ NO

MOTION:

800 MHz Trunked Regional Public Safety Radio System
Standards, Protocols, Procedures

Document Section:	**2—Configuration & Allocation**	Radio TOC Recommended
Sub-Section:	**2.9.1**	Date: June 24, 2015
Procedure Title:	**Radio Site Access Permissions - SUBSYSTEM ROAMING**	
Date Established:	**1/19/01**	MESB Approval - Signature:
Replaces Document Dated:	**9/15/04**	
Date Revised:	**6/16/15**	Date:

Deleted: MRB

1. Purpose or Objective

The network infrastructure and subscriber units are configured to permit managed access to various "sites" throughout various parts of the system. This managed site access provides the ability for users to achieve wide area coverage where necessary for mission critical operations, enhanced in-building portable coverage and a degree of system level backup in the event of certain types of major network failures. ROAMING FOR NON-ESSENTIAL OPERATIONS IS SUBJECT TO BEING RESTRICTED IN ORDER TO MAINTAIN AN ACCEPTABLE GRADE OF SERVICE FOR MISSION CRITICAL OPERATIONS. Roaming inside of the Metro Region requires the local subsystem administrators consent and the approval of the MESB Radio TOC. Roaming from regions or systems outside of the Metro Region, into the Metro Region systems, other than regional or statewide talkgroups, must be approved by the local subsystem administrator and the Metropolitan Emergency Services Board (MESB) Radio Technical Operations Committee (TOC).

Deleted: MESB area

Deleted: MESB area

2. Technical Background:

Infrastructure programming settings that control site access for talk/multigroups

There are settings in the system infrastructure to control the "*Site Access Denial Type*" parameter, which controls how site access is handled for the radio users of the system. Radio users & talkgroups have independent access lists programmed into the system infrastructure which enables the site access for each respectively, however how the access is permitted depends on the "Site Access Denial Type" settings:

Deleted: Radio

Deleted: Users

Deleted: Users

Deleted: TalkGroups

Individual Only: Indicates the radio is rejected if the individual radio user does not
                     have access to the site.

TalkGroup Only: Indicates the radio is rejected if its current selected talkgroup does not
                     have access to the site.

Both: Indicates the radio is rejected if neither the talkgroup nor the radio has access to the site. "Logical OR"

Either: Indicates the radio is rejected if either the talkgroup or the radio does not have access to the site. "Logical AND"

Infrastructure programming settings that control site access for Interconnect/Private Call
The site access privileges for Private & Interconnect Calls are based on the site access settings for the "Radio User", they are not based on the system "Site Access Denial Type" settings, and are independent of talkgroup site access settings.

Radio programming settings that control site access
The subscribers' radios themselves contain "Site Preference" selections in the RSS programming.

Radios can be programmed with multiple unique personalities, which will allow unique Site Preference Selections for each talkgroup in the radio.

Least Preferred: The site will be avoided unless it is the only usable site for operation.

No Preference: The site is given no preference. If the site is not listed here, the radio automatically assigns it no preference.

*Preferred: The site will be used over all non-preferred sites with similar signal strength.

*Always Preferred: The site will be used over all non-preferred sites with similar signal strength even if the site loses communication with the Zone Controller & enters site trunking.

*Note   *Always Preferred & Preferred are operationally identical, if the radio sites have communication with the system and are operating in wide area mode.*

▪ **Constraints**
Using the "Both" site access denial setting to facilitate unique individual needs will allow those individuals full access to all of their talkgroups at sites that they have "Radio User" permission for.

Using the "Either" site access denial setting to facilitate unique individual needs may block those individuals from site access, even in emergency conditions.

3. Operational Context:
Normally, only those talk groups in Priority 3 (Mutual Aid) or above will be permitted access at ALL sites.

Talkgroups would generally be permitted access at all those sites necessary to support the "normal day to day" business operations of the users of that talkgroup.

If it is necessary that a talkgroup have redundancy protection in the event of a site failure, the attempt shall be made to use one adjacent or overlapping non-owned site for the talkgroups protection. Factors determining the best protection site include coverage of the site, or even function of the talkgroups per site.

Custom talkgroup site access configuration profiles can be created consistent with this standard.

Dispatchers would be able to use the Wide-Area, "Roaming," "Common" or "Pool" talkgroups described in *Infrastructure Configuration* (below) for patching to their local area talkgroups to facilitate temporary wide area access for emergent events.

4. Recommended Protocol/ Standard:
Subscriber Unit Configuration:
In the Subscriber Radio RSS Programming, the radio would normally be enabled for all sites of the system, the operational site access would then be managed at the system level.

While there may be some variation due to user operating profiles, the user's home site will normally be selected as "ALWAYS PREFERRED." The user's secondary site(s) will normally be selected as "NO PREFERENCE" as shall be other sites owned by that user (i.e. regional edge sites for regional users, Hennepin West for Hennepin users, etc.) and the regional dominant site for non-regional users. All other sites will normally be selected as "LEAST PREFERRED" (i.e. local subsystem sites for regional users, regional edge sites for local users, etc.).

Radios with no site preference tables, or with all sites set to the default "NO PREFERENCE" will not be allowed on the system because they will indiscriminately roam among all sites where the selected talkgroup is allowed. Roaming inside of the Metro Region requires the local subsystem administrators consent and the approval of the MESB Radio TOC. Roaming requests from any user or regions outside of the Metro Region and their site preference tables must be approved by the affected Metro Region local system administrators and the MESB Radio TOC, before their radios are allowed on any Metro Region area systems.
Infrastructure Configuration: Radio user profiles themselves would generally not have special site access permissions granted. Site access for wide-area operations will primarily

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be managed at the talkgroup level. System Managers may accomplish this by designating site access throughout the system to a limited number of special wide-area talk groups. These special talkgroups would not be main dispatch or tactical talk groups with high volumes of radio traffic, but may be special Wide-Area, "Roaming," "Common" or "Pool" talkgroups.

The "Site Access Denial Type" for the system is set to "TALKGROUP," meaning that a radio will receive an out of range indicator on a selected talk group at a site if both the talkgroup and the radio user privileges are denied at the site. The use of "Critical User" and "Critical Site" in the system is generally discouraged and must be authorized by the MESB Radio TOC.

5. Recommended Procedure:
The defined standard would be implemented & maintained by system administrators.

6. Management
The MESB Radio TOC is responsible for oversight and ensuring that the standard is followed.

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MEETING DATE:	PRESENTED BY:	AGENDA NUMBER: **4C1.**
July 8, 2015	**Robinson**	**Acceptance/Approval of EMSRB Regional EMS System Grant Contract FY 2016-2017**

RECOMMENDATION

Staff recommends the Board accept and execute the Medical Services Regulatory Board's (EMSRB's) Grant for the Metropolitan Regional EMS System for Fiscal Years 2016-2017 in the amount of $371,250.

The Executive Committee met on June 10, 2015 and recommended approval.

BACKGROUND

The Minnesota Emergency Services Support Act established an emergency medical services system fund to be used to develop, maintain, and improve regional emergency medical services systems. Additionally, pursuant to MN Statues 169.686, subd. 7, a portion of collected fines for violation of the mandatory seat belt use provision is deposited to a special account, the EMS Relief Account, to be used by regional EMS systems for personnel education and other regional activities. The Emergency Medical Services Regulatory Board equally distributes these funds to eight regional systems selected through a competitive grant process. Applicants must satisfactorily address their ability to:

- Promote systematic, cost-effective delivery of emergency medical care throughout the state;
- Identify common local, regional, and state emergency medical system needs and provide assistance in addressing those needs;
- Provide discretionary grants for emergency medical service projects with potential region-wide significance;
- Provide public education about emergency medical care;
- Promote the exchange of emergency medical care information;
- Ensure the ongoing coordination of regional emergency medical services systems;
- Maintain state training standards to ensure consistent quality of emergency medical services.

In general, regional EMS activities must address the areas of focus through *personnel training, transportation coordination, public safety agency cooperation, communications systems maintenance and development, public involvement, health care facilities involvement and system management.*

ISSUES & CONCERNS

EMS staff prepared and submitted an EMS TOC approved RFP for the operation of a regional emergency medical services (EMS) system in the Minnesota metropolitan region *[Minnesota Statute 144E.50]*.

The total estimated amount of funding available for the two-year grant period from July 1, 2015, through June 30, 2017, is $371,250 per region.

Of the $371,250 amount:
- An estimated $146,250 is available through the Minnesota Emergency Medical Services System Support Act *[Minnesota Statutes 144E.50 and 144E.52]* over the two-year period.
- An estimated $225,000 is expected to be available from the State's special EMS Relief Account *[Minnesota Statutes 169.686]* over the two-year period, which is derived from fines collected for violations of motor vehicle seat-belt use requirement.

By entering into this grant contract with the State for the two-year period, the MESB may be eligible for an extension for an additional two-year period (July 1, 2017, to June 30, 2019). To be eligible for such an extension, the MESB must successfully perform duties of the initial two-year grant period, as determined by the EMSRB, and at the request of the EMSRB must submit duties and budget figures for a second two-year grant contract.

FINANCIAL IMPACT

None to the MESB at this time.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES ____ NO

MOTION:

April 28, 2015

Mr. Christopher Popp
EMS Regulatory Board
Suite 310
2829 SE University Avenue
Minneapolis, MN 55414-3222

Dear Mr. Popp:

Please accept this proposal for the operation of the Metro Region Emergency Medical Services System in the nine county metropolitan emergency medical services region of Minnesota for FY 2016-2017.

This proposal is submitted by the Metropolitan Emergency Services Board joint powers board comprised of County Commissioners from each of the nine metropolitan counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Washington and a City Council member from Minneapolis. The Metropolitan Emergency Services Board has a standing Metro Region EMS System Technical Operations Committee composed of County Community Health Services representatives, emergency physicians, ambulance service providers, and communications system representatives.

If you require additional information, please contact Ron Robinson, the Metro Region EMS System Coordinator by phone at (651) 643-8378, email at rrobinson@emsmn.org or by mail at Metropolitan Emergency Services Board, 2099 West University Avenue, St. Paul, MN 55104.

The Metropolitan Emergency Services Board and the Metro Region EMS System Technical Operations Committee are dedicated to the coordination and improvement of emergency medical services within the nine metropolitan counties. On behalf of the Board and the EMS technical Operations Committee, I look forward to continuing a successful relationship with the EMS Regulatory Board for emergency medical services activities and programs both in the Metro EMS Region and throughout the State of Minnesota.

Sincerely,

Rhonda Sivarajah, Chair
Metropolitan Emergency Services Board

B. METRO REGION EMS SYSTEM PLAN

Regional Programs & Projects
FY 2016-2017

Metro Region
EMS System

1. **Regional EMS System Coordination and Management**

The EMS grants received support the over **15,000** EMS responders who live and work in the nine county metropolitan region and the more than 30 EMS transport agencies that provide timely response to over **346,000** requests for medical emergencies annually.

These EMS agencies are very competent to manage everyday operations within their PSA, however, while accounting for about one-third of the nation's emergency responders, EMS personnel are the least supported of all public safety and healthcare personnel across the nation to fulfill their roles in responding to large scale events lacking both adequate training and proper equipment for disaster response. Large multiple casualty incidents, whether man-made (accidents or intentional such as terrorism) or natural (storm, fire, pandemic diseases and the like), typically will overwhelm any local EMS provider early in the developing event, especially when emergency medical responders are victims of the catastrophe themselves. A prudent and appropriate response more than likely requires immediate mutual aid from surrounding communities and even may require expansion to a regional, state, or national response. In light of recent disasters, an overwhelming initial EMS response is mandatory in order to mitigate tragic loss of life and human suffering. In order to be successful and efficient, such a response requires planning, equipment and trained personnel. It is no surprise that emergency preparedness is the number one focus of the Metro Region EMS providers. **The core mission of the Metro Region EMS System is the commitment to strive for competence, commitment, cooperation, and regional EMS coordination in order to provide an effective and efficient regional EMS response in the wake of any disaster through ongoing collaboration with state, county, and local emergency management, public safety, public health and healthcare provider agencies.**

> **Objectives:**
> - Maintain the Metro Region EMS System capability to provide EMS surge capacity capabilities upon request to the metropolitan region, the State of Minnesota and other state or federal jurisdictions.
> - Maintain the capability to support and coordinate with any other MN EMS regional system response strategy for EMS surge capacity through continued development of regional components of MN Ambulance Strike Team (MNAST) which includes support equipment purchases and maintenance.

- Maintain the Metro EMS Regional Coordination Center and ability to provide 24/7 on-call staffing for EMS (MAC) multi-agency coordination that also could be used for state EMS coordination
- Provide a real-time, reliable system for EMS resource allocation during mass casualty incidents and large scale, multi-jurisdictional events. (EMSMAC function)
- Review and maintain the regional EMS responder rehab protocols.

Evaluation:

- Provide management training on regional response and surge plans.
- Provide workshops and seminars in the area of incident management, medical surge and emergency preparedness for EMS provider agencies that comply within State and Federal guidelines such as NIMS-ICS structure with state, county, and local emergency management, public safety, public health and healthcare provider agencies.
- Maintain collaborative participation with regional MNAST participants, county EMS councils and emergency management directors, MN EMSRB, MN Department of Health (MDH), MN Homeland Security and Emergency Management (HSEM), Regional Healthcare Coalitions, the metro RHRC, the MMRTAC and emergency preparedness partners.

Outcomes:

- The metro region EMS providers to be actively involved and informed in the development and maintenance of the regional EMS incident response plan to significant events and disasters which may occur and that regional EMS is actively involved and represented in the emergency preparedness planning process at all levels within the region.

Timeline:

Ongoing-2017: Maintain relationships with local, county, regional, state, and Federal emergency preparedness agencies and groups by attending these entities scheduled meetings as well as to continually assess and review regional response plans as well as to facilitate regional coordination of resources and assets with appropriate partners.

3

Ongoing-2017:	Support MN Ambulance Strike Team development through equipment acquisition and maintenance, training and exercises. (Includes and not limited to insurance, storage, access fees and maintenance of EMS communications equipment, radio cache, bases of operations, trailers, Alternate Care Site (ACS) supplies and the two MCI buses in the metro region.)
Ongoing-2017:	Support the ongoing operations, training and exercise of a statewide EMS MACC.
Ongoing-2017:	Maintain and update emsmn.org website bi-monthly.
Ongoing-2017:	Promote the involvement if all public safety disciplines into 3 Echo-Hostile Event Response trainings, maintain and update material and support agencies hosting trainings presentations.
October 2015:	Identify NIMS compliant training needs and engage Education Subcommittee to host educational events.
December 2015:	Complete biennial review and update as needed the regional Incident Response Plan.
January 2016:	Identify other IMT trainings in order to sustain EMS response capabilities
January 2016-2017:	Maintain as needed the regional Incident Response Plan.
Ongoing-2017:	Identify and schedule emergency preparedness training to meet responder and provider requirements such as ICS 300/400 classes.

4

2.   <u>**Regional EMS System Coordination and Management** –Healthcare Involvement</u>

By action of the EMS TOC and the MESB, The Metro Region EMS System (MREMSS) acts as the regional EMS representative of the EMS community within the metro Healthcare Coalition and sits on the Steering Committee. Also, the MREMSS is the MDH contracted host of the MN Metropolitan Regional Trauma Advisory Committee and provides a coordinator to the committee as well as provides administrative assistance to the committee.

> <u>**Objectives:**</u>
> - Support and maintain the MN Metropolitan Regional Trauma Advisory Committee operations.
> - Continue participation within the regional Healthcare Coalition (includes Emergency Management, Public Health, Hospitals and Hospital Systems, Unaffiliated Clinics, and Long Term Care)
>
> <u>**Evaluation:**</u>
> - Provide management and coordination support to MMRTAC.
> - Attend and support Healthcare Coalition meetings as EMS regional representative and report updates to EMS community.
>
> <u>**Outcomes:**</u>
> - The metro region EMS providers will be represented and informed on the development, scope of work, and projects of the regional Healthcare Coalition and RTAC.
>
> <u>**Timeline:**</u>
>
> ***Ongoing-2017:***   Maintain ongoing managerial support and support efforts of regional RTAC and Healthcare Coalition through attending regional meetings and actively participating in regional healthcare initiatives.

5

3. Regional EMS System Coordination and Management –EMS Research

Since EMS research continues to be identified as a critical need by EMS providers in the region, the Metro Region EMS System has been funding EMS research grants for a number of years. The Metro Region has the capacity to do research based on both academic expertise and credible scientific sample size and recognizes this is an opportunity to continue to support research that could have a greater impact and develop evidence-based EMS Best Practice models. The Metro Region EMS System solicits and awards funding (grants) for approved for Emergency Medical Services (EMS) research proposals. The intent of the grants is to support specific research projects which may: **improve the coordination of emergency medical response in the nine county metropolitan area; improve resource utilization; demonstrate enhanced cost effectiveness of services; evaluate medical equipment, treatments and pre-hospital interventions; improve pre-hospital medical care skills of emergency medical responders in the metropolitan area; evaluate trends or developments in pre-hospital care; establish basis for pre-hospital protocols or standard operating procedures; or otherwise demonstrate a positive impact on regional EMS services.**

Objectives:

- Provide EMS research grants to Metro Region agencies which have a demonstrable impact on metro region EMS service delivery and regional impact in order to improve patient care and allocation of resources by determining the efficacy of evidenced based emergency care.
- Provide a forum for sharing the results of EMS research conducted in the Metro Region.
- Offer presentations on research to other venues as appropriate upon request.

Evaluation:

- Ensure at least two EMS research grants are awarded to agencies within Metro Region for EMS research.
- Ensure presentations on completed EMS research projects are provided to the Metropolitan Emergency Services Board (MESB) and the EMS TOC.and final reports are posted on Metro Region's EMS web site.
- Ensure grant recipients demonstrate how proposed research would impact EMS.

6

Outcomes:

- At least one research project, relevant to improved coordination of EMS in the Metro Region and/or the evaluation of standards or procedures to improve patient care, are completed.

- The research conducted is made available for others to utilize the information that was discovered.

- Practical application of grant research is identified.

Timeline:

November 2015: RFP distributed for EMS research grants.

February 2016: The EMS TOC and its subcommittees evaluate research proposals and recommend to the Metropolitan Emergency Services Board of potential grant recipients.

April 2017: Research grants completed and final reports submitted to the MESB and the Metro Region EMS System.

4. **Regional EMS System Coordination and Management** – **Critical Incident Stress Management (CISM)**

Emergency medical service personnel – dispatch, ambulance, fire/rescue, law enforcement, and hospital staff are at high risk of developing stress-related illness and injuries from the effects of critical incident stress. They share many common stresses inherent to their work including higher risk of injury, the need to make immediate decisions without error, unfamiliar or uncontrollable work environments and frequent exposure to the sights, smells and sounds of human trauma and continual responsibility for human life. Critical incident stress management (CISM) is a comprehensive, organized approach for the reduction and management of harmful aspects of stress in emergency services. CISM has been identified as a priority program not only for EMS providers within the Metro Region, but also for providers throughout Minnesota and across the United States.

Objectives:

- Enhance the well-being of EMS providers and increase skill retention through critical incident stress management.
- Contribute via a performance based grant to the support of a system for critical incident stress management.
- Collaborate with other regional EMS programs to support the development and sustainability of CISM teams.
- Require Metro CISM to identify new funding mechanisms to complement funding from the Metro Region EMS Program.

Evaluation:

- Ensure critical incident stress management services are available twenty-four hours/day, seven days/week all year long (24/7/365) through the Metro CISM Team.
- Ensure regional CISM will provide a contemporary and appropriate approach to CISM through training annually within the metropolitan region for EMS providers and CISM team members.
- Receive written funding and activity reports from Metro CISM.

Outcomes:

- Short and longer-term adverse physical and mental consequences of critical incident stress are mitigated through access to the Metro CISM Team for assistance in managing critical incident stress.
- Access to CISM services in Minnesota is strengthened through development of partnerships between CISM teams for training, support and/or mutual aid.
- The Metro CISM team has an effective and appropriate approach to CISM and Post Traumatic Stress Disorder (PTSD) situations that provide for initial and longer term support of Emergency Service Personnel.
- Metro Region CISM Team continues to identify and secure new funding mechanisms, other than from the Metro Region EMS System.

Timeline:

September 2015:   Metro Region EMS System revises and renews contract effective through June, 2017 with the Metro CISM Team to provide service support from July 2015 through June 2017.

March 2016:   Metro CISM Team presents a report and a two (2) year plan, including a strategic plan for obtaining other funding sources to sustain their program, to Metro Region EMS Technical Operations Committee (EMS TOC).

Ongoing-2017   Ongoing CISM support to Metro first responder community.

5.   EMS Personnel Training

On-going training is a need of all EMS providers. The metro EMS transport agencies, under the guidance their medical director, provide abundant, exceptional education to their responder base. Many services even host large, very well attended educational conferences. The Metro Region EMS System intends not to compete with our regional partners including the MNSCU EMS training institutions in providing education. The Metro Region EMS System plans to provide workshops, training opportunities, and classes on topics identified by the providers within the region that may not be readily available through existing training programs and conferences. Topics and class scheduling will be identified in the annual work plans of the EMS TOC and its subcommittees.

> **Objectives:**
> - Provide workshops on current EMS topics or issues to EMS providers in the Metro Region, based on input from the Metro Region EMS System committees (TOC and its committees).
> - Enhance the knowledge and/or skills of EMS providers and managers.
> - Build relationships and promote public safety responder integration with the MREMSS.
>
> **Evaluation:**
> - Deploy education that addresses a minimum of two (2) topics of interest identified through need assessment at the committee level as well through a regional survey.
> - Deploy a minimum of two (2) educational presentations focusing on the outcomes of completed EMS regional research projects.
>
> **Outcomes:**
> - To have a wide variety of EMS and public safety providers participate in training opportunities or workshops offered by the Metro Region EMS System.
>
> **Timeline:**
>
> *November 2015:*   Multiple training topics identified by Education/Research Subcommittee through a targeted customer survey.
>
> *January 2016:*   Two or more training opportunities to be scheduled.
>
> *Ongoing-2017:*   EMS committees to continue planning regional training.

October 2016:   Two or more opportunities have been identified and scheduled for EMS providers and/or managers in the Metro Region to be completed before July, 2017.

6.   EMS Communications

Public safety and EMS providers repeatedly identify dependable communications as the single most important element required for an *efficient, effective*, *appropriate* and *coordinated* `timely response to everyday emergencies. In the face of regional man-made or natural disasters, an overwhelming initial EMS response is mandatory in order to mitigate tragic loss of life and human suffering. Capacity, multifunctionality, reliability and interoperability are the critical cornerstones for an effective communications and information management system. Any proficient response requires transmission of real-time information to assess needs and resources, which can change suddenly and unexpectedly. Communication failures hinder all levels of response management and often lead to chaos and confusion not only in disaster response but in daily operations as well. The Metro Region EMS System continues to remain steadfast in its efforts to upgrade and maintain the ARMER system in the region. It has committed itself to strive for interoperable communication not only in the region but also throughout the state through relationships with the other regions and regional radio boards. The Metro Region EMS System is dedicated to enhancing interoperability through the unrestricted transfer of 911 data, the development of Next Gen 9-1-1 and information between primary and secondary PSAP centers. The MREMSS uses its EMS Communications and IT Subcommittee and the MESB's committees to fervently maintain, enhance and expand the regional EMS communication system through the integration of new technologies.

   Objective:

- Utilize the EMS Communications and IT Subcommittee to address EMS communications issues within the Metro region and develops annual work plan.

- Ensure EMS participation, compliance, and exercise within the scope of the regional tactical interoperability communications plan (TICP).

- Continue EMS participation in the development of Next Generation 911 systems that will allow the unfettered transfer of ANI/ALI data and the flexibility to transfer 911 calls to other PSAPs and 2° PSAPs even across regional and state boundaries.

- Support regional COMLs and field deployed incident dispatch teams.

   Evaluation:

- Ensure the EMS Communications and IT Subcommittee meets regularly to address EMS communications issues affecting the Metro Region.

- Facilitate the development and implementation of an approach to transfer 911 data and information between primary and secondary PSAP units in the region through the collaborative efforts of co-sponsors from within the Metro Region, State of Minnesota and other vested/interested partners to test the concept within in the parameters of Next Gen(eration) 911.
- Collaborate in the development and implementation of an all-hazards, multi-discipline approach to enhance radio interoperability with all EMS providers within the State during daily and disaster responses.

Outcomes:

- Improved interoperability of EMS communications systems within the Metro Region and adjacent jurisdictions.
- Ensure EMS communications are consistent with state and regional radio plans and standards.
- Improved accuracy of the 911 data that is exchanged between PSAPs and minimized time to dispatch when calls are transferred between agencies.

Timeline:

Ongoing-2017:	The EMS Communications and IT Subcommittee maintains quarterly meeting schedule and work plan.
Ongoing-2017:	MREMSS facilitates EMS representation in Next Gen 911 planning activities.
Ongoing-2017:	Investigate costs, feasibility and interest in 2° PSAP CAD interface capability into regional emergency management common operating picture platform- Knowledge Center. Ensure regional participation continues in the MnTrac system.
Ongoing-2017:	Continued support of the development and integration of EMS COMLs and IDT into local, regional and state response plans.
December 2015:	Collaborate with regional Education Committee to identify EMS communication training topics and schedule dispatch/communication training sessions at least once per calendar year.

7.   EMS Regional Equipment Operations and Maintenance

The Metro Region EMS System is committed to strive for competence, commitment, cooperation, and coordination in order to provide an effective and efficient regional EMS response in the wake of any disaster through ongoing collaboration with state, county, and local emergency management, public safety, public health and healthcare provider agencies. As a result of this commitment, the MREMSS has been maintaining much of the MNAST cache of personal protective gear, two (2) all-weather Western Shelter systems (including multiple tents, lighting, portable HVAC systems, two (2) trailer sized electrical generators), patient monitoring systems, a support trailer, and a communications support trailer complete with an auto-deployable satellite dish to provide broadband capabilities when deployed. Recently the MESB-MREMSS was asked to take over the operations of the MCI bus located at the MAC-FD. The bus requires maintenance, a heated storage facility and other items such as additional insurance, fuel, etc. The MREMSS will be negotiating a MOU with Allina Health to provide driver support that would ensure the regional capacity to deploy two (2) MCI buses.

Objectives:

- Ensure the cache of response equipment is maintained and deployable.
- Maintain and sustain the operations and response capabilities of the MACFD MCI bus.

Evaluation:

- Negotiate an operational MOU with Allina.
- Train a cadre of vehicle operators and load masters.
- Develop necessary manuals and maintenance schedules for vehicle and equipment.
- Establish and follow maintenance schedules for all equipment.

Outcomes:

- Ensure 24/7 availability of MACFD MCI bus for deployment.

Timeline:

August 2015:   Secure an ALLINA MOU agreement.

August 2015:   Identify operations personnel and begin training.

July 2015:   Operations and maintenance manuals compiled.

Ongoing-2017:   Continued operations.

8.   Public Safety Cooperation and Involvement

In light of recent disasters, an overwhelming initial coordinated public safety response is mandatory in order to mitigate tragic loss of life and human suffering. In order to be successful and efficient, such a response requires planning, equipment and trained personnel. The lack of coordinated public safety responses to MCI events continues to be a serious gap. The lack of a common operating picture, common agreed upon objectives and real time situational awareness, the lack of communication between multiple responding agencies and disciplines, the lack of inter-discipline training and exercise, and just plain discipline and jurisdictional silos are the reason for most response shortcomings. ALL of the response agencies including emergency management, public health and the hospital systems must train and exercise together.

The most feared mass casualty incidents are those that are caused by a hostile event.

The Metro Region EMS System manages the 3 ECHO Hostile Event Response course for the State of Minnesota.

The 3 ECHO response model is an integrated practice for first responders that move beyond the separation of law enforcement and rescue/medical personnel during active shooter, post blast response, and other hostile events. The integration of disciplines is completed as soon as possible during an event response with the goal of providing the ability to rescue viable victims while the response to the hostile event is ongoing and risk to all responders is mitigated.

This course provides training that builds a robust and adaptive collaboration among different levels of government, among multiple jurisdictions, and among departments and agencies within single jurisdictions as well as building collaboration across multiple response disciplines. This collaboration encompasses planning, training, and operations with the goal of coordinating the capabilities and resources of various entities for the common purpose of responding to intentional threats to people. The specific activities in this training address the response capabilities **to save lives**, execute emergency operations plans, and specifically of mitigation activities designed to limit the loss of life, personal injury, and other unfavorable outcomes to all victims and responders. This training emphasized the collaboration and innovation specifically outlined in the framework for the National Preparedness Goal will improve the metro response capability.

        Objectives:

- Support metro jurisdictions who schedule 3 ECHO trainings.

- Maintain and sustain the training equipment need for 3 ECHO training.

- Provide office and logistic support for 3 ECHO trainings.

Evaluation:

- Identify jurisdictions that are interested in providing 3 ECHO training.

- Maintain online registration capability.

- Provide for the printing of training materials.

- Provide training equipment.

- Schedule at least two regional 3 ECHO trainings in the metro region.

Outcomes:

- Increase the competencies and hostile event response capabilities across all public safety disciplines.

Timeline:

August 2015:   Identify regional partners that wish to host a 3 ECHO training.

September 2015:   Schedule and promote one regional 3 ECHO class

July 2016:   Schedule and promote a second 3 ECHO class.

Ongoing-2017:   Maintain cache of training supplies and online class registration tool.

9.   EMS Public Education

EMS providers are expected to be a public education resource by the citizens in their communities. In order to support the public education role of EMS providers, the Metro Region EMS System is committed to sustaining its regional initiative for community public education that addresses the need to enhance the public's awareness of healthy and/or safety-conscious lifestyles as well as personal and family emergency preparedness. The Metro Region EMS System collaborates with the EMS providers and community/public health representatives as well as other non-governmental organizations (NGOs) to identify appropriate public education/information topics. Furthermore, the System recognizes the benefits and synergy in multi-regional, multi-organizational and/or statewide public education initiates and is committed to exploring the possibility of collaboration with one or more regional entities on public education campaigns.

> **Objectives:**
> - Promote public and governmental awareness of health and safety-conscious lifestyles through a public education campaign that targets the reduction in the risks of illness or injury and/or promotes safer behavior as well as promotes the essential roles EMS plays in the region.
> - Identify public education initiatives addressing needs identified by the Metro Region EMS providers or gaps/needs gleaned from community health mapping and assessments.
> - Explore options of collaborating on a public education initiative with other entities such as TZD, AHA, and NTHSA.
> - Support public education campaigns by distributing general health, emergency medical care and personal-family preparedness materials to EMS providers and collaborative partners for public distribution.
> - Ensure the Metro Region EMS website is current through regular updates and additional postings of new information to site.
>
> **Evaluation:**
> - Ensure approved education materials, addressing an identified illness or injury or promoting safer behavior, are developed and distributed through EMS providers.

17

- Ensure informational resources that are developed are distributed to the community to promote public awareness, and health prevention and promotion.
- Review the emsmn.org web site educational pages and update as necessary.

Outcomes:

- Produce and distribute electronic or printed educational material promoting at least two (2) public educational topics annually.
- Provide relevant information that can be utilized by the general public to promote healthy and safe lifestyles.
- Provide relevant information that can be utilized by the general public and elected officials in which to support EMS visibility and EMS initiatives.

Timeline:

Ongoing-2017:   Monitor, maintain and support emsmn.org website.

Ongoing-2017:   Review and update as necessary the emsmn.org website at least bi-monthly.

Ongoing-2017:   Maintain and distribute upon request supplies of current, approved informational pamphlets and brochures as well as "Procedures for Emergency Care".

III. BUDGET

A. Proposed Budget

Revenues

	Budget 2016-2017
EMS System Support Act	$ 146,250.00
EMS Relief Account	$ 225,000.00
Total Revenues	$ 371,250.00

Expenses

2016-2017 Biennium

A. EMS SYSTEM MANAGEMENT	EMS System Support Act	EMS Relief Account (Seat Belt)
Regional Program Operations		
EMS Coordinator Salary (1 FTE)	$ 100,000.00	$ -
EMS Coordinator Benefits	$ 30,000.00	$ -
Local Travel to Meetings, Seminars, Etc.	$ -	$ 8,000.00
Office Phones, Data lines, EMSMACC, Cell Phone	$ -	$ 10,000.00
Meeting Expenses	$ -	$ 4,000.00
Office Supplies		$ 500.00
Printing & Copying		$ 500.00
Postage	$ -	$ 500.00
Conferences & Non-Local Travel		$ 4,000.00
Dues & Subscriptions	$ -	$ 10,000.00
Rent & Utilities	$ 7,200.00	
Insurance	$ 3,500.00	$ -
Indirect Office (Contracted Mgt. Services-MESB)	$ 5,550.00	$ 10,000.00
Audit		$ 7,000.00
Equipment	$ -	$ 3,500.00
Other	$ -	$ -
Total Regional Program Operations	**$146,250.00**	**$ 58,000.00**
Regional EMS System Coordination		
Emeregency Preparedness *(ref. System Plan #1)*		$ 44,000.00
		$ 44,000.00
Healthcare Involvement		
Regional Coalition and MMRTAC support *(ref. System Plan #2)*		$ 4,000.00
		$ 4,000.00
EMS Research-Improving Emergency Trauma and Cardiac Care		
EMS Research Grants *(ref. System Plan #3)*		$ 36,000.00
	$ -	**$ 36,000.00**
CISM *(ref. System Plan #4)*		$ 10,000.00
		$ 10,000.00
Total EMS System Management	**$146,250.00**	**$ 152,000.00**

B. EMS PERSONNEL TRAINING		
EMS Personnel Training *(ref. System Plan #5)*		$ 12,000.00
Total Personnel Training	**$ -**	**$ 12,000.00**

C. COMMUNICATIONS		
EMS Communications and IT Support/Training *(ref. System Plan #6)*		$ 2,000.00
Total Communications	**$ -**	**$ 2,000.00**

D. EQUIPMENT		
Equipment *(ref. System Plan #6)*		
Total Equipment	**$ -**	**$10,000**

E. PUBLIC SAFETY COOPERATION and INVOLVEMENT		
Metro Region EMS System Support of 3 ECHO Training *(ref. System Plan #7)*	$ -	$ 40,000.00
		$ 40,000.00

F. PUBLIC EDUCATION		
Public Education Activities *(ref. System Plan #8)*	$ -	$ 9,000.00
Total Public Safety/Involvement	**$ -**	**$ 9,000.00**

Grant Funds

III. BUDGET

2016-2017 *Proposed* Total Budget	$ 146,250.00	$ 225,000.00

Budget Line Items / Objectives	Fiscal Year 2016			Fiscal Year 2017			Total Amount
	Support	Seat Belt / Relief	Total for FY 2016	Support	Seat Belt / Relief	Total for FY 2017	
Personnel Training	$ -	$ 12,000.00	$ 12,000.00	$ -	$ 12,000.00	$ 12,000.00	$ 24,000.00
Improve training of EMS Personnel. Enhance the knowledge and/or skills of EMS providers and managers.		$ 6,000.00	$ 6,000.00		$ 6,000.00	$ 6,000.00	$ 12,000.00
Build relationships and promote public safety responder integration with the MREMSS.		$ 6,000.00	$ 6,000.00		$ 6,000.00	$ 6,000.00	$ 12,000.00
			$ -			$ -	$ -
Transportation Coordination	$ -	$ 22,000.00	$ 22,000.00	$ -	$ 22,000.00	$ 22,000.00	$ 44,000.00
Maintain the Metro Region EMS System capability to provide EMS surge capacity capabilities upon request to the metropolitan region, the State of Minnesota and other state or federal jurisdictions.		$ 4,400.00	$ 4,400.00		$ 4,400.00	$ 4,400.00	$ 8,800.00
Maintain the capability to support and coordinate with any other MN EMS regional system response strategy for EMS surge capacity through continued development of regional components of MN Ambulance Strike Team (MNAST) which includes support equipment purchases and maintenance.		$ 4,400.00	$ 4,400.00		$ 4,400.00	$ 4,400.00	$ 8,800.00
Maintain the Metro EMS Regional Coordination Center and ability to provide 24/7 on-call staffing for EMS (MAC) multi-agency coordination that also could be used for state EMS coordination		$ 4,400.00	$ 4,400.00		$ 4,400.00	$ 4,400.00	$ 8,800.00
Review and maintain the regional EMS responder rehab protocols.		$ 4,400.00	$ 4,400.00		$ 4,400.00	$ 4,400.00	$ 8,800.00
			$ -			$ -	$ -
Public Safety Agency Cooperation	$ -	$ 25,000.00	$ 25,000.00	$ -	$ 25,000.00	$ 25,000.00	$ 50,000.00
Enhance the well-being of EMS providers and increase skill retention through critical incident stress management.		$ 5,000.00	$ 5,000.00		$ 5,000.00	$ 5,000.00	$ 10,000.00
Provide instructional and logistical support for 3 Echo Trainings		$ 20,000.00	$ 20,000.00		$ 20,000.00	$ 20,000.00	$ 40,000.00
			$ -			$ -	$ -
Communications Systems Maintenance and Development	$ -	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	$ 2,000.00
Ensure EMS participation, compliance, and exercise within the scope of the regional tactical interoperability communications plan (TICP).		$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ 1,000.00
Continue EMS participation in the development of Next Generation 911 systems that will allow the unfettered transfer of ANI/ALI data and the flexibility to transfer 911 calls to other PSAPs and 2° PSAPs even across regional and state boundaries.		$ 500.00	$ 500.00		$ 500.00	$ 500.00	$ 1,000.00
			$ -			$ -	$ -
Public Involvement	$ -	$ 4,500.00	$ 4,500.00	$ -	$ 4,500.00	$ 4,500.00	$ 9,000.00
Promote public and governmental awareness of health and safety-conscious lifestyles		$ 1,500.00	$ 1,500.00		$ 1,500.00	$ 1,500.00	$ 3,000.00
Support public education campaigns		$ 1,500.00	$ 1,500.00		$ 1,500.00	$ 1,500.00	$ 3,000.00
Ensure metro region EMS website is current through regular updates and additional postings of new information to site.		$ 1,500.00	$ 1,500.00		$ 1,500.00	$ 1,500.00	$ 3,000.00
			$ -			$ -	$ -
Health Care Facilities Involvement	$ -	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 4,000.00
Support and maintain the MN Metropolitan Regional Trauma Advisory Committee operations.		$ 1,000.00	$ 1,000.00		$ 1,000.00	$ 1,000.00	$ 2,000.00
Continue participation within the regional Healthcare Coalition (includes Emergency Management, Public Health, Hospitals and Hospital Systems, Unaffiliated Clinics, and Long Term Care)		$ 1,000.00	$ 1,000.00		$ 1,000.00	$ 1,000.00	$ 2,000.00
			$ -			$ -	$ -
System Management	$73,125.00	$ 41,000.00	$ 114,125.00	$73,125.00	$ 41,000.00	$ 114,125.00	$ 228,250.00
Improve patient care through research		$ 18,000.00	$ 18,000.00		$ 18,000.00	$ 18,000.00	$ 36,000.00
Maintian office and staffing	$73,125.00	$ 23,000.00	$ 96,125.00	$73,125.00	$ 23,000.00	$ 96,125.00	$ 192,250.00
			$ -			$ -	$ -
Equipment and Vehicle Purchases (Support Funds not Permitted)	$ -	$ 5,000.00	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ 10,000.00
Strike Team Ready to deploy		$ 5,000.00	$ 5,000.00		$ 5,000.00	$ 5,000.00	$ 10,000.00

			$ -			$ -	$ -
Operational Expenses of Emergency Life Support Transportation Services (Support Funds not Permitted)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ -			$ -	$ -
Totals	$ 73,125.00	$ 112,500.00	$ 185,625.00	$ 73,125.00	$ 112,500.00	$ 185,625.00	$ 371,250.00
Beginning Balance or Projected Balance	$ 73,125.00	$ 112,500.00	$ 185,625.00	$ 73,125.00	$ 112,500.00	$ 185,625.00	$ 371,250.00
Projected Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -

MEETING DATE: **July 8, 2015**	PRESENTED BY: **Rohret**	AGENDA NUMBER: **4D.** **Approval of 2016 MESB Budget**

RECOMMENDATION
The Executive Director recommends the Executive Committee recommend approval of the 2016 MESB Budget.

The Executive committee met on June 10, 2015 and recommended approval.

BACKGROUND
The Joint Powers Agreement (JPA) requires the MESB to adopt an annual budget and determine the following year's assessment amounts by August 1.

ISSUES & CONCERNS
See attached 2016 Budget Considerations for detailed comments.

Prior to the 2008, MESB practice was to pass a budget by August 1, which would establish the maximum assessment the MESB would levy in the following year. In December of each year, the MESB would approve an amended budget which would take account any additional information learned in the latter half of the year and often result in lower assessments. It is the Executive Director's intent to adopt this prior practice. An amended budget will be on the November MESB agenda.

FINANCIAL IMPACT
See budget documentation attached.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES ____ NO

MOTION:

Metropolitan Emergency Services Board

2016 Budget Considerations

- 2016 Budget reflects a 3% increase in the operational budget.

- Budget increase results in a 4.41% increase in assessments.

- A 3% merit increase for staff is included in the budget (2015 Dakota County Merit Compensation Plan has a 0-5% range). Overall, staff salaries were reduced by 1% due to salary changes for recently filled and vacated positions.

- Benefits increase 6%, or $10,642.00. The increase is the result of higher staff salaries, but primarily due to a 5% estimated increase for the new Dakota County benefits contract to be in place in 2016. Additionally, OPEB liability for a former MESB Executive Director also resulted in an increase for 2016. Dental benefits will remain unchanged in 2016.

- The MESB portion of the salary and benefits for the EMS Coordinator caused a 33% ($20,447.00) increase in 2016. This increase was part of a July 11, 2012 MESB action to phase this salary/benefits into MESB assessments. The salary/benefits will be fully incorporated into 2018 assessments.

- Professional/Contract Services increased by 8% ($11,500.00). IT expenses have been over budget the last few years; this increase reflects actual expenditures.

- Communications increased 37% ($4,800.00) to reflect actual expenses, including fees related to IT and anticipating a new cell phone policy being in effect for 2016, which could include more employees receiving a monthly stipend for work related cell phone/tablet usage.

- Equipment increased 23% ($2,300.00) for replacing three staff computers and a new server.

- Interest revenue contribution was reduced by $13,000.00 from the 2015 amount to reflect actual returns from the last few years from Washington County. Interest revenue is used to reduce the assessment contribution amount. In 2016 there will be less interest revenue resulting in higher assessment increases.

- *Note:* Radio site expenses show a 3% decrease from the 2015 budget, due primarily to lower estimates for the annual Motorola maintenance contract. These expenses are funded directly by the counties and MnDOT and are not a factor in MESB assessments.

Metropolitan Emergency Services Board
Draft 2016 Budget Summary
(Excludes Radio System Expenses)

ACCOUNT	2015 Budget	2016 Draft	2016 Radio Administration	2016 Dollar/Percentage Change	
2016 DRAFT BUDGET - 06/12/2015					
SALARIES					
Proposed merit increase	17,234	17,099	2,882	(135)	-1%
MESB STAFF SALARIES	584,469	577,968	95,050	(6,501)	-1%
MESB STAFF BENEFITS	184,852	208,314	32,256	23,462	13%
***** TOTAL SALARIES, BENEFITS**	786,555	803,381	130,188	16,826	2%
EMS Salary & Benefits - *Board approved 40% of ttl salary/benefits*					
EMS Coordinator - *Salary*	31,415	49,473	0	18,058	37%
EMS Coordinator - *Benefits*	9,858	12,247	0	2,389	20%
***** TOTAL EMS SALARIES, BENEFITS**	41,273	61,720	0	20,447	33%
TRNG/PROF'L DEVEL/TECH SEMINARS	8,875	8,875	1,375	-	0%
LOCAL TRAVEL	4,650	4,650	1,100	-	0%
***** TOTAL PERSONNEL COSTS**	841,353	878,626	132,663	37,273	4%
Travel for Conferences	25,050	22,000	4,200	(3,050)	-12%
Dues & Subscriptions	3,775	2,625	400	(1,150)	-30%
Professional & Contractual Services	150,500	162,000	25,800	11,500	8%
Rent	25,000	23,200	4,000	(1,800)	-7%
Communications	13,000	17,800	3,600	4,800	37%
Office Supplies	9,750	9,500	950	(250)	-3%
Printing & copying	1,250	1,250	250	-	0%
Postage	1,000	900	150	(100)	-10%
Equipment	10,000	12,300	1,000	2,300	23%
Equipment Maintenance	16,550	15,750	250	(800)	-5%
Advertising and public information	3,400	1,900	500	(1,500)	-44%
Insurance	57,650	57,650	45,650	-	0%
Other Operating Costs	10,000	7,500	2,500	(2,500)	-25%
***** TOTAL OPERATING COSTS**	326,925	334,375	89,250	7,450	2%
Audit	20,000	20,000	8,000	-	0%
Meeting Expenses	11,000	11,000	2,600	-	0%
Contingency	25,000	25,000	10,000	-	0%
***** TOTAL OTHER EXPENSES**	56,000	56,000	20,600	-	0%
***** BUDGET (excluding Radio System Expenses)**	1,224,278	1,269,001	242,513	44,723	4%

2016 Oper. Admin. Total	1,026,488
2016 Radio Admin. Total	242,513

Source of Funds	2016	2015
Interest revenue	20,500	33,400
EMS salary funded by investment acct.	0	10,000
GIS Temp Benefits funded by invest acct.	13,000	0
EMS rent, admin, office supplies, etc.	3,500	3,200
Total from other sources	37,000	46,600
Funded from Assessments	1,232,002	1,177,678
Total all sources	1,269,002	1,224,278

ASSESSMENT SCHEDULE	Board Approved 2015 Assessment	Proposed 2016 Assessment	Percentage Change Between 2015/2016
MEMBERS			
ANOKA	132,158	138,253	4.4%
CARVER	36,727	38,651	5.0%
CHISAGO	21,026	21,760	3.4%
DAKOTA	158,745	165,489	4.1%
HENNEPIN	431,736	452,958	4.7%
ISANTI	15,005	15,479	3.1%
RAMSEY	203,055	212,623	4.5%
SCOTT	52,324	55,439	5.6%
WASHINGTON	95,489	100,449	4.9%
CITY OF MINNEAPOLIS	31,413	30,900	-1.7%
TOTALS:	1,177,678	1,232,001	4.41%

2016 Budget Detail- DRAFT 6/12/15

	Administration	911	Radio	2016 detail	2016 Budget	2015 budget detail	2015 Budget	% Change	$ Change
Salaries									
2016 Proposed MESB merit increases	5,640	8,578	2,882	17,099	17,099	17,234			
TOTAL SALARIES	196,638	300,498	97,932		595,067		601,703	-1%	-6,636
TOTAL BENEFITS	65,928	110,130	32,256		208,314		184,852	13%	23,462
EMS Salary & Benefits - Board approved 60% of total salary/benefits									
EMS Coordinator - *Salary*	49,473			49,473		31,415			
EMS Coordinator - *Benefits*	12,247			12,247		9,858	41,273		
TOTAL EMS Salary & Benefits	61,720	0	0	0	61,720			33%	20,447
Training/Professional Development/Tech Seminars									
Executive Director	1,000			1,000		1,000			
Regional Radio Communications Coordinator			1,375	1,375		1,375			
911 Coordinator		1,000		1,000		1,000			
GIS Manager		2,000		2,000		2,000			
Director of 911 Services		1,500		1,500		1,500			
Senior Administrative Assistant	1,000			1,000		1,000			
MESB Financial Services Specialist	1,000			1,000		1,000			
Total Training/Professional Development/Tech Seminars	3,000	4,500	1,375		8,875		8,875	0%	0
Local Travel									
Exec Director local travel & expenses	300			300		300			
Dir 911 Svcs local travel & expenses		1,200		1,200		1,200			
911 Coord local travel & expenses		650		650		650			
Regional Radio Communications Coordinator			1,100	1,100		1,100			
GIS Manager local travel & expenses		1,200		1,200		1,200			
Senior Administrative Assistant local travel & expenses	150			150		150			
MESB Financial Services Specialist	50			50		50			
TOTAL	500	3,050	1,100		4,650		4,650	0%	0

56

2016 Budget Detail- DRAFT 6/12/15

	Administration	911	Radio	2016 detail	2016 Budget	2015 budget detail	2015 Budget	% Change	$ Change
Travel for Conferences							25,050		
MN MSA/NENA/APCO 911 Conf - 911 Coord		350		350		350			
MN MSA/NENA/APCO 911 Conf - Dir 911 Svc		350		350		350			
Conference, ESIF Exec Dir				0		1,500			
Conference, TDC, Exec Dir	1,500			1,500		1,500			
Conference, TDC, Dir 911 Svc		1,200		1,200		1,200			
Conference, TDC, 911 Coord.		1,200		1,200		1,200			
Conference, TDC, GIS Manager		1,200		1,200		1,200			
Conference, APCO, Exec Dir	1,400			1,400		0			
Conference, APCO, Regional Radio Coord.			1,900	1,900		1,600			
Conference, APCO, Dir 911 Svc		1,400		1,400		1,400			
Conference, APCO, 911 Coord		1,400		1,400		1,400			
Conference, APCO, GIS Manager		1,400		1,400		1,400			
Conference, NENA, Natl, Exec Dir	1,400			1,400		1,200			
Conference, NENA, Natl, Dir 911 Svc		1,400		1,400		1,400			
Conference, NENA, Natl, 911 Coord		1,400		1,400		1,400			
Conference, NENA, Natl, GIS Manager		1,400		1,400		1,400			
Conference, IWCE, Regional Radio Coord.			1,400	1,400		1,200			
Conference, ESIF Exec Dir				0		1,200			
Conference, ESIF Exec Dir				0		1,200			
State, Regional Conferences, Meetings or Symposiums			250	250		0			
MTUG President's meeting, Regional Radio Coord.			650	650		650			
Conference, GIS Manager. GIS/LIS		800		800		800			
Conference, ESIF Exec Dir				0		1,500			
TOTAL	4,300	13,500	4,200		22,000		25,050	-12%	-3,050
Dues & Subscriptions							3,775		
Executive Director	1,000			1,000		2,240			
Regional Radio Communications Coordinator			400	400		310			
911 Coordinator		250		250		250			
GIS Manager		725		725		725			
Director of 911 Services		250		250		250			
Senior Administrative Assistant				0		0			
MESB Financial Services Specialist				0		0			
TOTAL	1,000	1,225	400		2,625		3,775	-30%	-1,150

57

2016 Budget Detail- DRAFT 6/12/15

	Administration	911	Radio	2016 detail	2016 Budget	2015 budget detail	2015 Budget	% Change	$ Change
Professional/Contract Services									
Engineering consulting services (CLEC review)		20,000		20,000		20,000			
Computer/Technical Support and Consulting Services	9,200	9,200	4,600	23,000		15,000			
Legal Services/Advocacy/Regulatory Affairs		14,000	14,000	28,000		28,000			
Web Site Maintenance/Other	4,400	4,400	2,200	11,000		7,500			
Accounting Services	5,000			5,000		5,000			
MESB Project Support(Next Gen 911 Network Design, Radio & GIS)		70,000	5,000	75,000		75,000			
TOTAL	18,600	117,600	25,800		162,000		150,500	8%	11,500
Rent									
Metro Counties Government Center	9,600	9,600	4,000	23,200		25,000			
TOTAL	9,600	9,600	4,000		23,200		25,000	-7%	-1,800
Communications									
Office communication service (main line, fax, MMCD)	4,000	4,000	2,000	10,000		6,000			
Long distance	-	-	-	-		0			
Cellular service/Blackberr Data Service	1,000	1,200	1,000	3,200		4,250			
Internet Fees/Domain/Mailboxes	2,000	1,500	500	4,000		1,750			
Misc communications fees (Conference Bridge Svc, Broadcast fax)	250	250	100	600		1,000			
TOTAL	7,250	6,950	3,600		17,800		13,000	37%	4,800
Office Supplies									
Cellular & Telephone Supplies	250	300	150	700		700			
Fax supplies	500			500		250			
Copy Paper	1,500	-		1,500		1,500			
Printer Paper	500	500	300	1,300		1,300			
Software	500	1,000	250	1,750		1,750			
Supplies, general.	1,500	-		1,500		1,500			
Computer supplies	1,000	500	250	1,750		1,750			
Plotter supplies		500	500	500		1,000			
TOTAL	5,750	2,800	950		9,500		9,750	-3%	-250
Printing & copying				1,250		1,250			
TOTAL	500	500	250		1,250		1,250	0%	0

2016 Budget Detail- DRAFT 6/12/15

	Administration	911	Radio	2016 detail	2016 Budget	2015 budget detail	2015 Budget	% Change	$ Change
Postage					900		1,000		
TOTAL	500	250	150	900	900	1,000	1,000	-10%	-100
Equipment							10,000		
Misc Small Office Equipment	500	500	500	1,500		1,500			
Computer Upgrades	6,500	2,800		9,300		6,000			
Printers, Scanners, PDA			250	250		1,250			
Contingency	500	500	250	1,250		1,250			
TOTAL	7,500	3,800	1,000		12,300			23%	2,300
Equipment Maintenance							16,550		
Copier maintenance				0		0			
Postage Meter Lease/Maintenance	3,000			3,000		3,000			
Conference rooms equip maint.				0		1,000			
GIS Software/Hardware Maintenance		12,000		12,000		12,000			
Printer Maintenance	500		250	750		550			
TOTAL	3,500	12,000	250		15,750			-5%	-800
Advertising & Public Information							3,400		
Advertising for meetings	250			250		500			
VoIP Public Educational				0		0			
800 MHz/Data System			500	500		500			
Public Information--Emerging Issues	250	500		750		2,000			
Public information -- 911 brochure		200		200		200			
911 For Kids Program		200		200		200			
TOTAL	500	900	500		1,900			-44%	-1,500
Insurance							57,650		
General Property & Liability	10,000			10,000		10,000			
Workers Compensation Insurance	2,000			2,000		2,000			
Radio GL & TE - O			45,650	45,650		45,650			
TOTAL	12,000	0	45,650		57,650			0%	0

2016 Budget Detail- DRAFT 6/12/15

	Administration	911	Radio	2016 detail	2016 Budget	2015 budget detail	2015 Budget	% Change	$ Change
Radio Site Expense including Data Project									
Rent			398,993	398,993		398,116			
Utilities			244,460	244,460		250,450			
Insurance			23,900	23,900		28,000			
Motorola Maintenance			889,000	889,000		925,000			
TOTAL			1,556,353		1,556,353		1,601,566	-3%	-45,213
Other Operating Costs									
Miscellaneous unbudgeted expenses	2,500	2,500	2,500	7,500	7,500	10,000	10,000	-25%	-2,500
Audit					20,000	20,000	20,000	0%	0
TOTAL	6,000	6,000	8,000	20,000	20,000	20,000			
Board Meeting Expenses									
Board Mileage & Per Diem	2,500	1,500	1,500	5,500		5,500			
Executive Committee Meeting Mileage & Per Diem	1,500	500	700	2,700		2,900			
Cost Allocation Committee				0		200			
911 & Radio TOC; PSAP Coordinators, GIS Advisory Committee		1,500	200	1,700		1,200			
Miscellaneous Meeting Expense	400	500	200	1,100		1,200			
TOTAL	4,400	4,000	2,600		11,000		11,000	0%	0
Contingency	5,000	10,000	10,000	25,000		25,000			
TOTAL	5,000	10,000	10,000	25,000	25,000	25,000	25,000	0%	0
Totals	416,686	609,803	1,798,866		2,825,355		2,825,844	0%	-489

MESB DRAFT ASSESSMENT SCHEDULE 2016 BUDGET - 06/12/2015

METROPOLITAN EMERGENCY SERVICES BOARD --- ASSESSMENT TO MEMBERS

COUNTY	2013 Population for Radio Admin.	% of 2013 Population for Radio Admin	2016 DUES Radio. Admin	2013 Population for Operational Admin.	% of 2013 Population for Oper. Admin	2016 DUES Oper. Admin	2015 ASSESSMENT TOTAL	DRAFT 2016 ASSESSMENT TOTAL
Anoka	341,465	11.22%	$26,317	341,465	11.22%	$111,937	$132,158	$138,253
Carver	95,463	3.14%	$7,357	95,463	3.14%	$31,294	$36,727	$38,651
Chisago	53,743	1.77%	$4,142	53,743	1.77%	$17,618	$21,026	$21,760
Dakota	408,732	13.43%	$31,501	408,732	13.43%	$133,988	$158,745	$165,489
Hennepin	794,120	26.10%	$61,203	1,195,058	39.27%	$391,756	$431,736	$452,958
Isanti	38,231	1.26%	$2,946	38,231	1.26%	$12,533	$15,005	$15,479
Ramsey	525,146	17.26%	$40,473	525,146	17.26%	$172,150	$203,055	$212,623
Scott	136,926	4.50%	$10,553	136,926	4.50%	$44,886	$52,324	$55,439
Washington	248,095	8.15%	$19,121	248,095	8.15%	$81,329	$95,489	$100,449
Minneapolis	400,938	13.18%	$30,900	-	0.00%	$0	$31,413	$30,900
TOTAL	3,042,859	100.00%	$234,513	3,042,859	100.00%	$997,489	$1,177,678	$1,232,002

Metropolitan Emergency Services Board
2016 Budget Population Change Chart

County	used for 2016 budget **2013 Population**	used for 2015 budget **2012 Population**	**Difference**
Anoka	341,465	336,748	4,717
Carver	95,463	93,584	1,879
Chisago	53,743	53,576	167
Dakota	408,732	404,493	4,239
Hennepin	1,195,058	1,180,138	14,920
Isanti	38,231	38,235	-4
Ramsey	525,146	517,399	7,747
Scott	136,926	133,326	3,600
Washington	248,095	243,313	4,782
Minneapolis city	400,938	392,008	8,930

MEETING DATE: **July 8, 2015**	PRESENTED BY: **Rohret**	AGENDA NUMBER: **4E.** **Approval of 2016 Data Modem User Fee**

RECOMMENDATION
Staff recommends the Board approve a 2016 Data Modem User Fee of $39.03 per modem per year.

BACKGROUND
The MESB Cost Allocation Committee approved all user fees association with the voice radio system, but the JPA and the by-laws do not address the mobile data system. The 2007 Public Safety Omnibus Funding Bill did not provide funds to pay for the operations of the regional mobile data system.

ISSUES & CONCERNS
The operational costs for the regional mobile data system are insurance premiums on the equipment (approximately $3,000) and utility charges at the sites. We do not pay rent at any tower site location. Included in the utility estimates are costs at two sites for which the MESB has not been billed any utility payments. These sites were included in the estimates should the site owners choose to charge for utilities. The utility charges for 2016 are estimated to be $4,605.51.

The figure used for the number of modems is 200 as that is about how many were ordered by Hennepin County. Given that figure and the total expense estimates, the amount of the user fee to be approved is $39.03 per modem per year.

This fee would be charged only to those modems in beneficial use. Modems installed and being used for testing purposes or those modems not in use will not be charged.

FINANCIAL IMPACT
The MESB radio contingency budget line or the MESB reserves would need to be used to cover those costs which are not recovered if not enough modems are active on the system to cover all operating costs.

MOTION BY:	SECONDED BY:	MOTION APPROVED: ____ YES _____ NO

MOTION: